



Phone: (270) 780-3551 – Email: Info@biggsfinancialservices.com

BUSINESS TAX DEDUCTION WORKSHEET

CLIENT NAME: _____ TAX YEAR: _____

| | |
|---------------------------------------|--|
| Accounting & Tax Preparation Fees | |
| Advertising & Marketing | |
| Automotive Repairs | |
| Alarm Services | |
| Association Dues/Fees | |
| Bank Fees (Business Account) | |
| Bookkeeping | |
| Business Card Annual Fee | |
| Business Mileage | |
| Contract Labor | |
| Commission Paid to Others | |
| Cost of Goods Sold (see bottom right) | |
| Credit Card Merchant Fees | |
| Delivery Charges (Freight/Shipping) | |
| Dues & Subscriptions | |
| Continuing Education | |
| Entertainment | |
| Equipment Repairs | |
| Equipment Rental | |
| Gifts (\$25 max per person) | |
| Insurance | |
| Interest Business Mortgage | |
| Interest Other | |
| Legal Fees | |
| Licenses | |
| Office Supplies | |
| Insurance: Business | |
| Insurance: Health | |
| Insurance: SUTA / FUTA | |
| Insurance: Workman's Comp | |
| Insurance: Vehicle | |
| Payroll Taxes (FICA/Payroll Taxes) | |
| Postage | |
| Printing | |
| Professional Services | |
| Small Tools | |
| Software | |
| Supplies | |

| | |
|------------------------------------|--|
| Phone: Cell | |
| Phone: Business | |
| Publications | |
| Referral Fees | |
| Rent | |
| Small Tools | |
| Software | |
| Supplies | |
| Travel: Hotel, Airfare | |
| Travel: Meals | |
| Travel: Mileage | |
| Uniforms – Shirts, Shoes, Repairs. | |
| Uniform Cleaning & Laundry | |
| Union Dues | |
| Utilities (water, electric, gas) | |

| EQUIPMENT PURCHASES | |
|--|--|
| *Description of purchase, date of purchase, and total cost – including sales tax & freight | |
| | |

| COMPLETE COST OF GOODS SOLD COMPUTATION | |
|---|--|
| Beginning Inventory | |
| Purchases | |
| Shipping (related to purchases) | |
| Labor (related to purchases) | |
| Items withdrawn for personal use | |
| Ending Inventory | |
| Equals: Cost of Goods Sold | |

| GROSS INCOME | |
|-----------------------------|--|
| All income including 1099's | |